

To: Harmon, Colleen[colleen.harmon@heritage.org]
From: Werner, Elinor
Sent: 2018-06-18T14:47:42-04:00
Importance: Normal
Subject: Fwd: Volunteers for the Fourth of July
Received: 2018-06-18T14:49:18-04:00

Hello Colleen,

Happy Monday! I hope you had a lovely weekend. I just wanted to move this email back to the top of your inbox :) I know how completely overwhelming it can be to do your job alone! If you'd rather not even have to deal with this, that is completely fine and I can look elsewhere for volunteers.

Warmly,
Elinor

----- Forwarded message -----

From: Werner, Elinor <elinor_werner@ios.doi.gov>
Date: Wed, Jun 13, 2018 at 3:25 PM
Subject: Volunteers for the Fourth of July
To: "Harmon, Colleen" <colleen.harmon@heritage.org>

Hi Colleen,

I hope you're doing well. I'm sorry for the delay sending you information about interns volunteering at the DOI Fourth of July Celebration! Would something like this work?

The Department of the Interior is looking for ten volunteers to help with their Fourth of July party. Volunteers will primarily help with event set up and guest registration from 3:00-8:45 on Wednesday, July 4th. Afterwards, they will be invited up to join the event and to watch the fireworks from the Secretary's balcony or the roof of DOI. Considering the fireworks are launched from the Washington Monument, this is one of the best views in DC! Anyone interested in volunteering would need to first attend an overview check in on Wednesday, June 27th from 9:30-10:30. If anyone is interested in volunteering, please email Elinor Werner at elinor_werner@ios.doi.gov.

Warmly,
Elinor

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